## SURPLUS PROPERTY

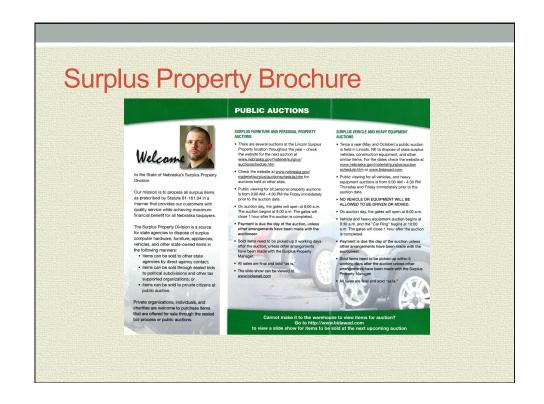
Fixed Asset Coordinator Meeting December 9, 2013 9:00 a.m.-Noon

#### **Team Introductions**

- Steve Sulek Administrative Services
- Amy Archuleta Administrative Services
- Dave McGuire Surplus Manager, 471-3030
- James Bybee Staff Assistant, 471-3896
- Mark Coyle Warehouse Specialist, 471-4309
- Michelle Tiedtke SOS

#### **Surplus Property Services**

- Auctions
  - Inside
  - Outside May (5-3-2014) and October (10-4-2014)
  - · Livestock Held in Crawford, Nebraska
  - \*Surplus staff available to view and determine Surplus items upon request; hours include M-F 8-12, 1-5\*
- Pre-Auction Sales
- Sealed Bid Sales
- Recycling





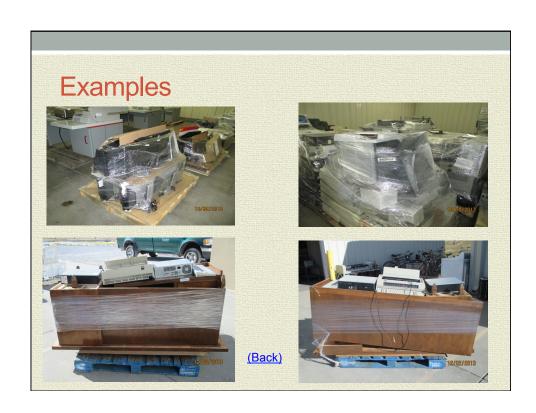
#### Preparing Items for Surplus

#### **Inside Auctions**

- · Please contact Surplus to schedule a delivery date
- Prepare Surplus Property Notification (SPN) Form
- Add SPN number to items with labels or tape
  - · Please put number in a visible area
  - · Do not put labels or tape on a monitor screen
  - · SPN numbers should not be included on the outside of boxes
- Remove Gold, Red, and Metal State tags
- Do not send out hazardous materials or any items containing hazardous materials
- · Clean items beforehand
- WIPE ELECTRONICS CLEAN OF ALL PROGRAMS

#### **Inside Auctions Continued**

- Palletize and shrink wrap items being stored in the pod (OCIO, Revenue, and Education)
- Boxed if possible
- Check that files/personal items have been removed from file cabinets and desk drawers
- · For file cabinets and desks with keys, please tape key to outside
- For safes, please be able to open and show safe, otherwise Surplus will be unable to sell
- · Please do not use the word "obsolete"
  - · State if the item is Working or Non-Working
- · Bring donuts or rolls!



#### **Outside Auctions**

- Have Title and SPN paperwork upon delivery
- Create Placard
- Clean the inside and outside of vehicle (Very Important)
- Take plates, registration and gas card out of vehicle
- Check under or behind seats, in glove box, and in trunk for any miscellaneous items
- Ensure there is a quarter of a tank of gas
- Please advise Surplus staff of any known problems and note these problems on SPN paperwork
- · Identify all sets of keys with corresponding SPN number

#### **Placard Example**

surplus no: 6505130001

AGENCY: AS-MATERIEL

MAKE: DODGE

MODEL: RAM MEGA CAB

YEAR: 2008

SERIAL NO: ABC23D45E6789012

MILEAGE: 40,000

(Back)

#### **Known Problems Example**

#### Condition

Radiator Has Small Leak Bad Brakes

Transmission-Bad Reverse Engine Blown

Cracked Windshield

**Bad Battery** 

Exhaust Leak

(Back)

### Documentation: Presented by Steve

- Adjustments
  - · Surplus Property Notification
  - Letter
- Trade-Ins
  - Surplus Property Notification
  - Purchasing information
  - NIS and NON-NIS
- Other

# Adjustment Letter Example On Name 1, Source 1 State of Residuals Addiustment Letter Example On Name 1, Source 1 State of Residuals Addiustment Letter Example On Name 1, Source 1 State of Residuals Addiustment Letter Example On Name 1, Source 1 State of Residuals On Name 1, Source 1 State of Residuals Addiustment Letter Example On Name 1, Source 1 State of Residuals On Name 1, Source 1 State o

TO. Devel Colob. Material Coroll Manager

FROM. Devel Colob. Material Coroll Manager

SUBJECT: RECUEST FOR IPA — 50H 4000 100014

Please find excluded the following SPH respect (6907)00000000 for the sentoned of the inventory manager of the sentoned of the sen

(Back)

# Enterprise Content Management (ECM) -Hyland Software: Presented by Amy

- Destruction Process-currently live in ECM
- Adjustment and Trade Process-will be live within the next week
- Non-Verified and Received Status of items on a Surplus Property Notification document
- Contact information for software: laurie.schlitt@nebraska.gov OR amy.archuleta@nebraska.gov

#### **Electronic Recycling**

- Items to be sent to electronic recycling
  - · CRT's
  - Televisions
  - 300 pound minimum at your location
- Items NOT to be sent to electronic recycling
  - Contact Surplus about any Non-Working electronics
  - Examples include: Laptops, PC's, Servers, Printers, Copiers, Plotters, and Flat Panel Monitors
  - All electronic items must be wiped of data, if unable to wipe, remove the hard drive (Please contact the OCIO for more information)

#### **Other Topics**

- Changing SPN number
- Invoicing for Political Subdivision Sales processed through Accounts Receivable
  - · Your agency will see a Bill of Sale in ECM
- If an agency has purchased items, agency must remove purchased items from Surplus according to the Bill of Sale

Bill of Sale	Example
	State of Nebraska DAS Materiel Surplus Property - Bill of Sale Jennes, Karton  Francisco -
	Omatics Description Lair Price Treat
	lacules, Tetal.

Questions ?	